

CITY OF WILLOUGHBY HILLS  
35405 CHARDON ROAD  
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# 2019 ANNUAL REPORT

## BUILDING & ZONING DEPARTMENT

Prepared By:

Pietro DiFranco, PE, RBO, CPESC, LEED AP – Zoning Administrator

Denise Edwards – Clerk / Secretary

Date: 03/27/2020

**I. Introduction**

- a. The Building & Zoning Department is responsible for administration of plan approvals, construction permits, and various city registrations. This involves coordination with various entities such as PCABR, BZA, Police & Fire Departments, Lake County Building Inspection, Lake County Board of Health, Lake County Soil & Water Conservation District, and Lake County Storm Water Management Department.
- b. The Building & Zoning Department is responsible for enforcement of city zoning codes, including property maintenance.
- c. The Building & Zoning Department is responsible for Flood Plain Administration.
- d. In 2017, the Building & Zoning Department transitioned from a full-time Building Commissioner to contract services for Zoning Administrator and Chief Building Official.

**II. Personnel**

- a. Building & Zoning Department
  - i. Pietro DiFranco, PE, RBO, CPESC, LEED AP - Zoning Administrator
  - ii. Denise Edwards
    - Clerk / Secretary
  - iii. Mark Grubiss
    - Zoning Inspector
  - iv. Kevin Trepal, PE
    - Zoning Inspector
  - v. Katherine Lloyd
    - Clerk, PCABR & BZA
- b. City Engineering
  - i. Pietro DiFranco, PE, RBO, CPESC, LEED AP - City Engineer
  - ii. Kevin Trepal, PE
    - Asst. City Engineer
- c. Planning Commission-Architectural Review Board
  - i. Christopher Smith
    - Chairman
- d. Board of Zoning Appeals
  - i. Frank Cihula
    - Chairman
- e. Lake County Building Inspection Department
  - i. Dave Strichko, CBO
    - Chief Building Official

### III. Statistics

	2016 Building & Zoning	2017 Building & Zoning	2018 Zoning Only	2019 Zoning Only
Permit Fees	\$49,357	\$45,349	\$13,156	\$17,820
BZA Variance Fee	\$1,300	\$550	\$100	\$100
Engineering/Plan Review Fees	\$31,100	\$67,470	\$55,940	\$26,520
Re-Inspection Fees	\$0	\$0	\$0	\$0
Bookkeeping Fees	\$960	\$1,744	\$870	\$3,363
Home Occupation Registrations	\$400	\$500	\$625	\$500
Contractor Registration	\$27,075	\$26,675	\$16,200	\$10,200
<b>TOTAL Fees &amp; Registrations</b>	<b>\$110,192</b>	<b>\$146,288</b>	<b>\$86,891</b>	<b>\$58,503</b>
Contractor Registrations	-	267	162	294
New Homes	11	10	7	10

### IV. Staff Responsibilities

- a. Zoning Administrator
  - i. Powers and duties defined in WHCO 1109.02
  - ii. Acts as Floodplain Administrator for the city
- b. Clerk – Denise Edwards welcomes residents and applicants, receives their requests, and guides them through the permitting process.
  - i. Greets all customers cordially with a positive attitude offering our services as they walk up to the Building Department or Service Department.
  - ii. Fields incoming telephone calls/emails and directs those requiring responses from the Zoning Official. Processes incoming and outgoing mail and distributions.
  - iii. Maintains all construction project files, plan documents, preparation, and updates of existing and future archives.
  - iv. Initiates applications for the Planning Commission and Architectural Board of Review (PC/ABR).
  - v. Prepares incoming plans submitted for review for zoning compliance, and when applicable, in-house architectural plan reviews.
  - vi. Directs all site plans for review by the City Engineers office once zoning review for compliance has been completed. Collects and follows up on engineering deposits.
  - vii. Schedules and maintains all inspections.
  - viii. Performs other duties as required by the Zoning Official, PC/ABR Chairman, BZA Chairman, Law Director or the Mayor (i.e. research, correspondence, etc.)
  - ix. Assists the PC/ABR Clerk with building and zoning information, and preparation for PC/ABR meetings.

- x. Researches the Lake County Building Department's monthly reports to make sure all contractors working in the City are registered with our Department.
- xi. Tracking of all Lake County Sheriff Sales weekly.
- xii. Responsible for maintaining all files according to the Record Retention Schedule.
- xiii.** Processes the registration of contractors and maintains the registration files and database.
- xiv.** Processes the registration of all homeowner Customary Home Occupation Permits.
- xv.** Annual mailings to all contractor, and homeowners registered with the City for renewal of their registration for the coming year.
- xvi. Processes all permits, request approvals and issues permits to eligible applicants.
- xvii. Notify the Lake County Building Department of Zoning Approvals given on projects that will be permitted through their Department.
- xviii. Schedules inspections from contractors or homeowners.
- xix. Sets up purchase orders for new projects, collects all fees and processing for submittal to the Finance Department. Record all Engineering Invoices on each project purchase order and submits Invoices to the Finance Department for payment to the Engineer.
- xx. Prepares letters or contacts homeowner/contractor when needed for additional Engineering fees submitted from the City Engineers office.
- xxi. Create the Purchase Orders for all projects that require an Engineering Deposit and/or Bond. Request refunding from the Finance Director of any Engineering fee balances remaining in customer's account upon completion and closing of construction files.
- xxii. Close out records from completed files and reconcile accounts from previous year's permits with delinquent accounts.
- xxiii. Receipts all money received for permits, PC/ABR and BZA applications, In-House Review, Engineering Deposits, Bonds, Tap-In fees, Registrations, and Bookkeeping fees.

**V. Notable Accomplishments of 2019**

- a. Improved application process by consolidating and simplifying various forms.
- b. Implemented an official Records Retention policy.
- c. Consolidated and re-organized paper filing system, and purged extraneous papers.
- d. Continued transition of Building Permitting to Lake County.
- e. Refunded many dormant/unclaimed deposits.
- f. Continued development of standards and procedures.
- g.** Developed a Zoning Tracker including for permits & PCABR, registrations, & property maintenance violations.

**VI. Goals for 2020**

- a. Improve procedures & efficiency of department operations.
- b. Improve & increase standards and guidelines for residents and applicants.